

**Little Traverse Bay Bands of Odawa Indians
Housing Department**

INCOME VERIFICATION PROCESS & SCREENING PROCEDURES

PURPOSE OF THIS PROCEDURE:

To insure that the LTBB Housing Department calculates annual income in a fair and consistent manner that also complies with any grant requirements that the LTBB Housing Department is responsible for.

INCOME:

The LTBB Housing Department defines income as adjusted gross income as defined for purposes of reporting under Internal Revenue Service (IRS) Form 1040 series for individual Federal annual income tax purposes. This includes, but is not limited to the following:

1. Wages
2. Tips
3. Overtime
4. Social Security Benefits (only the taxable amount)
5. Unemployment
6. Commissions
7. Annual Dispersements from Native American Tribes to its members
8. Net income from the operation of a business
9. Pensions
10. Retirement account disbursements
11. Public Assistance – monetary value of assistance

Annual Adjusted Gross Income does not include the following:

1. Income from employment of children (including foster children) under the age of 18 years.
2. Child support.
3. Foster Child Payments
4. Scholarships
5. The non-taxable portion of Social Security Benefits or state assistance

Calculating Annual & Monthly Income:

When calculating and estimating income the LTBB Housing Department will use the following guidelines:

1. A minimum of 4 weeks of check stubs will be used.
2. Hourly rates will be multiplied by 40 hours to acquire a weekly gross amount. This amount will be multiplied by 52 to acquire an annual gross amount. If the applicant can document that less weekly hours are worked or less weeks per year are worked then we will calculate the amounts accordingly.
3. If tips are reported on the check stubs provided we will total the amount of tips on all checks provided, then divide that amount by the number of checks used to acquire it. This average weekly amount will be multiplied by 52 weeks to acquire an annual gross amount. If the applicant is employed less than 52 weeks and we can document this with the employer then we will calculate accordingly.
4. If overtime amounts are reported on the check stubs provided we will total the amount of overtime on all checks provided, then divide that amount by the number of checks used to acquire it. This average weekly amount will be multiplied by 52 weeks to acquire an annual gross amount. If the applicant is employed less than 52 weeks and we can document this with the employer then we will calculate accordingly.
5. Applicants reporting self employment income must submit the previous year's tax documents as verification of income, along with a current monthly statement of the business revenue and expenses.
6. Applicants reporting Social Security Income must provide the annual determination for this to be verified. Only the taxable portion is counted into the determination for annual income and income eligibility.
7. Any income received monthly will be multiplied by 12 to acquire an annual gross amount.
8. Unemployment will be calculated by multiplying the weekly benefit by the number of benefit weeks that the applicant has left to claim.
9. Any person listed on the application that is reporting zero income must complete a LTBB Housing Zero Income Verification form.
- 10. LTBB Housing staff will complete the Housing Department's Standard Income Calculation form for every member of the home that has reportable income (see attached copy of this form).**

NOTE: The Little Traverse Bay Bands of Odawa Indians Housing Department is bound by Federal Law and Little Traverse Bay Bands of Odawa Indians Tribal Law, Statutes, Policies and Procedures. The Housing Department staff is not authorized to make any exceptions to Federal Law, Little Traverse Bay Bands of Odawa Indians Tribal Law, Statutes, Policies or internal procedures.